

Live the Victory, Inc.
415 Mason Ct. #1
Fort Collins, CO 80524
Federal ID# 20-2894339

The Matthews House Community Life Centers

Position: Homework Helpers Coordinator at Orchard Place (Loveland)

Status: Part-Time, 8 hours per week

Job Description: The Homework Helpers Coordinator is responsible for the implementation and supervision of the Homework Helpers program. The Coordinator will work with students, parents, professionals, teachers, and volunteers to ensure the students are receiving academic support and enrichment activities. The Coordinator will be tasked with leading the group of students on a daily basis, creating and implementing academic and enrichment activities, communication with all parties concerning the youth, and supervision of volunteers. The schools that are served include many Title I schools.

SUPERVISED BY: Education & Enrichment Director

QUALIFICATIONS:

- Excellent interpersonal skills and enjoy talking with people in a non-threatening environment
- Have experience leading groups of children/youth and capable of setting and holding expectations with youth
- Be independent and able to work without supervision
- Have transportation to and from the work location
- Be open and flexible with reasonable expectations about schedule changes
- Possess an openness to work with people from all walks of life and many cultures
- Excellent verbal and written communication skills
- Possess the ability to listen and quickly assess urgency for someone who might be in a crisis
- Ability to problem solve and maintain cooperative relationships with staff, volunteers, parents, and students
- Knowledge of core educational topics is needed
- Fluency in Spanish is helpful
- Must have time management and leadership skills.
- Proficient in Microsoft Office and Google applications

DUTIES AND RESPONSIBILITIES:

- Assist youth and children in a comfortable setting and relaxed atmosphere with academic work and community building at the Orchard Place clubhouse, after school hours on Tuesdays and Thursdays, approximately 2-6pm, when the school district is in session.
- Listen and assess strengths accordingly, encourage and instruct positively, while also maintaining student behavior expectations
- Plan and execute enrichment activities within the program
- Communicate with parents/caregivers and teachers about progress and student needs
- Supervise and support daily volunteers
- Track student progress, collect data as needed, and help develop new opportunities within the program
- Perform other duties as assigned

SPECIAL REQUIREMENTS

Candidate must possess the leadership qualities and personal characteristics necessary for working with youth and families coming from generational poverty. Must be able to provide own transportation to agency-related functions. Frequent operation of office equipment is required. Candidate must possess good moral character.

This position will begin in September of 2019.